

**FRANKLIN COUNTY
HUMAN RESOURCES DEPARTMENT
373 South High Street, 25th Floor
Columbus, Ohio 43215**

JOB ANNOUNCEMENT

POSITION: Receptionist
(Non-Bargaining)

PCN: 060214

SUPERVISOR: Personnel Administrator

RESPONSIBILITIES: Act as receptionist to the public. Greet visitors, answer routine inquiries regarding current job openings and check applications for completeness. Responsible for answering incoming telephone calls. Take detailed, accurate messages; screen and direct calls. Maintain application database on Human Resources software. Open, sort and distribute mail.

Maintain fax machine and notify staff of incoming faxes. Maintain job postings on board and in the binders.

Provide back up and assistance with office functions of H.R. Administrative Secretaries and Administrative Assistant.

MINIMUM QUALIFICATIONS: Ability to add, subtract, multiply and divide whole numbers and to read and write common vocabulary. Prefer computer experience with Microsoft office as well as prior experience in public relations and customer services.

SALARY RANGE: \$10.86 per hour, plus a comprehensive benefits package.

DEADLINE TO APPLY: Tuesday, May 12, 2009

If interested, apply on-line at www.franklincountyohio.gov/commissioners/hr

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